



**SOS
KINDERDORPEN
VILLAGES D'ENFANTS**

SOS Children's Villages Belgium is a Belgian NGO that is active in the field of children's rights in Belgium and in the world. SOS Children's Villages is concerned about all children, particularly those at risk of losing parental care and children who have lost parental care.

The department of international programmes and institutional funding of SOS Children's Villages Belgium is looking for an intern to support the work of the department in managing international programmes.

SOS Children's Villages Belgium currently supports programmes in Senegal, Togo, DRC, Burundi and Syria thanks to grants of various institutional donors. These programmes are managed by International Programme Coordinators. The intern will intervene in support to programme management and benefit from close supervision and coaching from the programme coordinators. For a good integration in the department and so that motivating tasks can be entrusted with the intern, a commitment of at least 3 months is requested.

The tasks of the intern will be the following:

- Submission of new projects: participates in the writing of new project proposals to be submitted to various institutional donors. Contributes to the elaboration of the project narrative, the logframe and the budget.
- Follow-up of ongoing programmes:
 - o Analysis of narrative reports: contributes to the analysis of reports received from implementing partners, highlights achievements or points of concern and asks for clarifications
 - o Preparation of interim and final reports: supports the programme coordinator in the preparation of interim and final reports to be submitted to institutional donors
 - o Analysis of financial reports: contributes to the analysis of financial reports and help check corresponding supporting documents received
- Programme capitalization and good practices: supports the elaboration of programme documents compiling lessons learned and good practices developed during programme implementation
- Communication: Help develop communication tools about the ongoing programmes for various categories of audiences (institutional/corporate/major donors) in order to contribute to the fund-raising effort.

Capacities and skills :

- Student or graduate in political sciences/sociology/education/human sciences or other relevant diploma
- Interest in children's rights
- Experience abroad, in the NGO sector or in project management is appreciated
- Good command of both oral and written French and English; knowledge of Dutch is an asset

Starting date: as soon as possible, for a minimum duration of 3 months

Location: Office of SOS Children's Villages Belgium, Ixelles

Conditions: support for food and transport